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CITY OF BOSTON.

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REPORT

ON

ADDITIONAL APPROPRIATION

FOR THE

PUBLIC LIBRARY.

B.M.
Nov. 21, 1893

CITY OF BOSTON.

In Common Council, Oct. 10, 1867.

The Joint Standing Committee on the Public Library, to whom was referred the application of the Trustees of the Public Library for an additional appropriation of four thousand dollars, respectfully submit the following

REPORT:

The amount appropriated for the present municipal year was $38,000. The expenditures made by the Trustees on account of the several items of the appropriation have been as follows:

Binding	$2,715 33
Books	4,771 72
Catalogue	1,315 49
Fuel	1,160 17
Furniture and fixtures	1,230 74
Gas	1,008 70
Periodicals	864 87
Printing	380 13
Salaries	11,121 01
Stationery	891 72
Transportation	519 75
Miscellaneous	1,032 41
Total	$27,012 04

The objects for which the additional appropriation is needed are stated at length in the Report of the Finance Committee of the Board of Trustees, which accompanies this report.

The Committee would respectfully recommend the passage of the accompanying order.

For the Committee.

CHARLES W. SLACK, *Chairman.*

ORDERED: That the sum of four thousand dollars be transferred from the "Reserved Fund" to the appropriation for the Public Library.

BOSTON PUBLIC LIBRARY, Sept. 7, 1867.

The Committee of Finance, to whom was referred the condition of the finances of the Library, beg leave to

REPORT:

That they have given careful attention to the matter at two protracted sessions.

It was apparent that the present monthly expenditure was carrying us far in advance of the appropriations entrusted to us; and that we must materially curtail our expenses, or else seek further moneys from the City Council. To do the one might seriously impair the usefulness of the institution, and the other was a course not to be followed without urgent necessity. We carefully went over the various accounts, to see wherein there could be a saving for the future, always keeping it in mind to avoid absolute detriment to the library. There was but one item in which we reckoned there would be any surplus at the end of the year to transfer to other accounts, and that was *Fuel*, where it was thought some $500 could be depended upon. In three, namely, Books, Incidentals, Printing, it was believed that with caution we might keep within the appropriations. In all others we must overrun. No curtailment in the matters of *Binding* and *Catalogues* could be devised, without leaving still a deficiency, which it seemed the best policy to make good. It did not seem desirable to postpone the binding of the new accessions to the British Patent Reports, and specifications, nor to stop work on the Finding Lists, nor to delay the printing of the American catalogue of the Prince Library.

In the matter of *Furniture* the appropriation had proved insufficient; since, when it was asked for, the new *Indicator* was not contemplated. Were our means sufficient, it would have been

well to procure a new set of chairs for the Reading-room, in order that we might be securely within the conditions of Mr. Bates' gift; but it was thought best, in making our estimates, not to add that expense to the present year, inasmuch as it seemed possible that by repairs the chairs now in use could be made to last through the year. The five lightest months of the year have used much more than half of our appropriation for *Gas*, and it was estimated that $300 more was needed for that account. In the matter of Stationery, nearly all of the appropriation had been already expended, and a further sum seemed necessary. It did seem, however, to your Committee that greater economy in this department could be devised, perhaps by purchasing by contract, and they recommend the adoption of the accompanying order, appointing a committee for investigation. In the matter of *Transportation* (which for convenience covers also insurance, postage, messenger, etc.), it was found that more than was put to our credit for that purpose had already been expended. It is to be hoped that the new plan of using the police to recover missing books, will save us in the future the heavy outlay for postage and messengers which has been charged to this account heretofore, and which has not been counterbalanced by the fines collected, since those fines go directly to the city treasury.

In the matter of *Salaries*, the necessity for extra labor and the recent increase of pay of some of the female subordinates, was likely to cause a more considerable deficit in this account than in any of the others. The appropriation is $20,000, and we are not allowed to exceed this, even by borrowing from other accounts. We could reduce the deficiency somewhat by curtailing the supplementary pay-roll, but yet not sufficiently to avoid the necessity of a considerable addition to this appropriation.

In conclusion then, your Committee feel constrained to recommend that the City Council be petitioned for a further sum of $4,000, to be placed to the credit of the Trustees of the Public Library, $2,500 of which to be placed to the account of salaries;

and they have appended a form of vote, needful to secure that end.

With this addition it is thought that caution and economy will carry us through the year; and in this connection your Committee cannot but express the wish that the Chairman of the various Committees will see that no expenditure is made in their departments without their cognizance, and that the bills for the same are cautiously approved before coming before the Committee on Finance.

Respectfully submitted.

(Signed)

J. WINSOR, *Chairman.*

A true copy.

Attest:

C. C. JEWETT, *Secretary.*

PUBLIC LIBRARY, September 20, 1867.

HON. OTIS NORCROSS, *Mayor.*

Dear Sir: I have the honor to enclose to you an order passed at a recent meeting of the Board of Trustees of this institution, asking for a further appropriation of four thousand dollars.

This request has been made at the special instance of the Committee of Finance, after a careful examination of the detail of the expenses of the previous five months.

It was found by them that no superfluous work had been done and that the expenses of the Library could not be diminished without a serious inconvenience to its frequenters, or without impeding the regular and natural growth of the institution.

The items of appropriation especially requiring increase were: binding, catalogues, furniture, salaries.

It is thought that, with careful supervision of the Committees, the sum of four thousand dollars will be sufficient to complete the year without curtailing the work necessary to a library, the

uses of which grow more important in the ratio in which its treasures are made conveniently accessible.

Respectfully, your obedient servant,

WM. W. GREENOUGH,

President of the Trustees of the Public Library.

IN BOARD OF TRUSTEES OF THE PUBLIC LIBRARY,
BOSTON, September 10, 1867.

ORDERED: That the President be requested to ask the City Government to place at the disposal of the Trustees an additional appropriation for the Public Library, during the present financial year, of Four Thousand Dollars, of which twenty-five hundred dollars may be placed to the account of salaries; and to state the reasons for this request.

A true copy.

Attest:

C. C. JEWETT, *Secretary.*